

POSITION DESCRIPTION

Town of Needham

Public Works Craftsworker

4/02

The following description outlines the nature and complexity of essential duties performed by employees classified in the Craftsworker job path across multiple divisions within the Department of Public Works. The duties contained herein are not intended to be all-inclusive, but rather are a general statement of responsibilities. Listed examples of duties may reflect tasks performed more frequently in one specific DPW division; however, employees classified in the Craftsworker job path are expected to assist in other than their primary division and may therefore be requested to perform other tasks as assigned.

Public Works Craftsworker

Examples of Duties

Perform skilled laboring, general maintenance, small power tool and equipment maintenance, and equipment operation functions in one or more Public Works divisions, including the use of non-hoisting heavy and light hydraulic and motorized equipment as required.

Perform routine and skilled laboring duties at an advanced level, including but not limited to: carpentry, minor plumbing; install and remove meters; investigate water line breaks and related damage; inspect pumping stations; investigate low pressure complaints; assist in installing, repairing and maintaining sewer pipes, water mains, services and hydrants; clean storm sewers, catch basins and pipes; and set line and grade, forms and steel reinforcement for the application of concrete at an advanced skill level; resurface roads, sidewalks, stone and masonry walls; repair roads and culverts; prepare and grade trenches; prune and fell trees; provide grounds and irrigation system maintenance and repair; assist in seasonal responsibilities including mowing, leaf and rubbish collection, tree planting and pesticide application; assist in assembling and dismantling spectator stands and related equipment; provide pool and ice skating rink maintenance; set up traffic safety patterns; may perform daily checks of sewer pumping stations to ensure proper operations on an on-call basis; and perform minor equipment and plumbing repairs.

Operate light and heavy motorized equipment at an intermediate level and utilize hand and power tools as required.

Provide assistance to outside contractors engaged in construction and repair activities; may act as a lead person on a maintenance work crew; respond to routine inquiries, requests and complaints from residents, contractors and other Town departments; assist other Town departments with repairs or other projects as required; operate snow plowing, removal, sanding and salting equipment; and provide emergency assistance as required.

Maintain work area and equipment in a clean, safe and operable condition and adhere to applicable safety and health rules and regulations; endeavor to continuously improve services provided to taxpayers; and prepare routine records, logs and reports.

Assist in other divisions and perform other related duties as assigned.

Incumbents in this class may:

Perform highly technical, specialized maintenance and repair functions requiring specialized training at senior advanced levels, such as backflow devices, computerized maintenance management, water meter testing, etc.

Make recommendations regarding future repairs and maintenance projects, as well as the means and methods of continuing to improve services to Town taxpayers.

Oversee activities of outside contractors and serve as crew leader on a more regular basis in the absence of the Working Foreman; and contact suppliers, contractors or utility company personnel relating to specialized area of

operations.

Required Licenses

Valid Mass. Drivers license and CDL; based on principal division assignment, may require pesticide applicators license, specialized certifications, endorsements and training; drinking water supply or construction supervisor license and other relevant certifications, endorsements and training.

Required Experience

Position requires three to five years experience in a public works environment.

Required Knowledge/Skills

Position requires general knowledge equivalent to the completion of four years of high school and additional, specialized courses.

Physical and Environmental Standards

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operation of equipment which causes loud noise levels and high vibrations; may require the exercise of caution when operating heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.